MEMORANDUM

To: Vice Presidents, Instruction
    Vice Presidents, Student Services
From: Jimmy Mraule
Date: March 5, 2001
Re: Timeline for Tentative Schedules for Adjunct Faculty/Overload Assignments

After consulting with our constituency, we are making a few adjustments to our original memorandum regarding FTE calculations for assignments that cross over semesters and summer session. The new guidelines call for adjustments to the TCS's to adhere to the following guidelines:

Fall Semester: Any assignment beginning on or after the first instructional improvement day (flex) and ending prior to January 1. Any portion of the assignment that occurs after January 1 will be computed on a separate TCS for Spring.

Spring Semester: Any assignment beginning January 1 or after and ending before the first day of summer session. Any portion of the assignment that occurs on or after the first day of summer session will be computed on a separate TCS for summer.

Summer: Any assignment beginning after the last day of the spring semester and ending before the first flex day of the fall semester.* Any portion of the assignment that occurs after the first instructional improvement day for fall will be computed on a separate TCS for fall semester.

*NB: This will cause overlap between spring and summer for classes that begin in the spring, but do not end until the end of May or later. The key to remember is that if the class begins in the spring and ends before summer session begins, it is a spring semester class; if the class begins after the end of spring semester but before the beginning of summer session, it is considered a summer assignment.